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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Request for Correction in Personnel Ceiling

- REFERENCES:
- a. Memo frm DD/S to Comptroller dated 9 Aug 1957, Subject: Personnel Ceilings for Fiscal Years 1958 and 1959
 - b. Memo frm Acting DD/S to Comptroller dated 25 Sept 1956, Subject: Personnel Ceilings for Fiscal Year 1958
 - c. Memo frm SSA/DDS to DD/S dated 8 Aug 1957, Subject: Recommended Reorganization of the SSA Components
 - d. Memo frm SSA/DDS to DD/S undated but approved by DD/S on 17 Oct 1957, Subject: Reorganization of the Office of Special Support Assistant to the Deputy Director (Support) and DD/S Component Units attached thereto
 - e. T/O Change Authorization, Control No. 87 issued by Chief, PED - This action transferred two positions from Comptroller to SSA/DDS effective 1 Nov 1957
 - f. T/O Change Authorization, Control No. 200 issued by Chief, PED - This action eliminates two positions from Comptroller T/O

1. In the early part of December 1957, it was brought to my attention that the Agency Combined Civilian and Military Personnel Status Report for 30 November 1957 reflected a personnel ceiling of [REDACTED] for the Office of the Comptroller whereas our records showed a total ceiling and T/O of [REDACTED] which is the ceiling figure established by you for this Office for Fiscal Years 1958 and 1959. (Ref. a attached)

2. As you will probably recall, when the ceiling figures were established for various components of DD/S, a meeting was held with administrative office heads present wherein certain reorganization within the SSA component was discussed and decisions approved. With respect to the Office of the Comptroller, it was decided that four (4) positions would be eliminated from the then

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Two additional slots
returned per meeting
with DDS on 13 Jan 1959.

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existing T/O of [REDACTED] Two (2) of these four (4) positions would be transferred to the SSA/DDS with ceiling and incumbents [REDACTED] and the remaining two (2) positions would be abolished from the Comptroller's T/O and the incumbents thereof absorbed within that office, which would also result in a reduction of two (2) ceiling-wise. It should be noted that the Office of the Comptroller T/O and ceiling figure are the same. Thus, a total of four (4) positions with ceiling were reduced from the Office of the Comptroller when the ceiling for this Office was approved on 9 August 1957. (See Ref. a, b, and c attached)

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3. The budget for this Office for Fiscal Years 1958 and 1959 was prepared on the ceiling figure established by your memorandum of 9 August 1957, namely [REDACTED] positions which took into consideration this reorganization.

4. As evidenced by reference e and f, the Office of Personnel has eliminated the four (4) positions from the T/O of the Comptroller's Office, as set forth in paragraph 2 of this memorandum.

5. Reference d attached was approved under date of 17 October 1957 with the following astericked: "The personnel ceiling for the Office of DD/S is increased by five and offset by the following personnel ceiling reductions";

- 1 from Office of Personnel
- 2 from Office of Logistics
- 2 from Office of the Comptroller
- 5* Approved

This memorandum should have stated that where offices had already effected ceiling reduction based on memorandum from DD/S establishing ceiling in August 1957, no further reduction should be effected. The Comptroller ceiling prior to 9 August 1957 was [REDACTED] and a total of four was reduced, leaving a total of [REDACTED] (4) Instead, this memo imposes a further reduction of two (2), thus showing

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25X9A2 [REDACTED] as the approved ceiling for this Office. Hence, a reduction of four (4) positions and ceiling ^{reduction} of six (6)!!

6. It is kindly requested that the Office of Personnel be advised to correct the Office of the Comptroller's ceiling to properly reflect [REDACTED]
If the above is not explanatory, I will be glad to discuss this matter with you at your convenience.

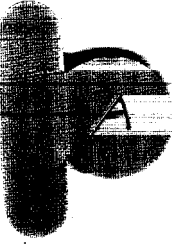
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E. R. SAUNDERS
Comptroller

Attachments:
Refs. a thru f

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9 August 1957

MEMORANDUM FOR: Comptroller

SUBJECT : Personnel Ceilings for Fiscal Years 1958
and 1959

On this date the Acting Director of Central Intelligence approved a new ceiling for the Support Services which necessitates reduction of our current ceiling by [REDACTED] positions. Your new ceiling for Fiscal Years 1958 and 1959 is [REDACTED]

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[REDACTED]

L. K. WHITE
Deputy Director
(Support)

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57-3202

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Reorganization of the Office of Special Support
Assistant to the Deputy Director (Support) and
DD/S Component Units Attached Thereto

1. This memorandum contains a recommendation for approval by the Deputy Director (Support). Such recommendation is contained in paragraph 4.

2. In furtherance of my memorandum of 8 August 1957 and subsequent discussions, it is recommended that the support heretofore rendered the SSA-DD/S by special units of the Offices of the Comptroller, Logistics and Personnel be transferred to those Offices, and that the administrative-generalist staff of the SSA-DD/S be augmented as follows:

a. Position No. 592, Personnel Officer, GS-15, be transferred from the Office of Personnel to SSA-DD/S, and that this position be re-established as Administrative Officer, GS-15, with a change in Service Designation from SF to SA.

b. Position No. 1436, Administrative Services Officer, GS-11, be transferred from the Office of Logistics to the SSA-DD/S. This position should retain its present title and SL Career Designation.

c. Position No. 1437, Administrative Assistant, GS-7, be transferred from the Office of Logistics to the SSA-DD/S. This position should retain its present title with a change in Career Designation from SL to SA.

d. Position No. 433, Budget and Fiscal Officer, GS-15, be transferred from the Office of the Comptroller to SSA-DD/S. The present title and SF Career Service Designation should be retained.

e. Position No. 435, Secretary-Steno, GS-7, be transferred from the Office of the Comptroller to the SSA-DD/S, with a change in title to Administrative Assistant and change in Career Service Designation from SF to SA.

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SUBJECT: Reorganization of Office of SSA-DD/S

3. The above adjustments will result in a Table of Organization for the SSA-DD/S of five generalist-administrative positions, one budget and fiscal officer, one administrative services officer, and eight administrative assistant, secretarial, registry and clerical employees. Sub-units of the SSA-DD/S not changed by this reorganization are the Visual Aids Unit and Publications Control Unit, currently authorized eight and ten positions, respectively. This reorganization reduces the SSA-DD/S and attached DD/S components by eight positions through the return of these positions to the home offices of the components concerned. The actual saving in positions resulting from this reorganization is dependent on the capability of the DD/S components concerned to absorb within their offices the functions formerly performed in special units attached to the SSA-DD/S.

4. It is recommended that you approve the transfer of positions Numbers 592, 1436, 1437, 433 and 435, as described above, and personnel ceiling to accommodate them.

[REDACTED]
Special Support Assistant
to the
Deputy Director (Support)

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CONCURRENCES:

Director of Personnel_____
Date

*The personnel ceiling
for the Office of the
DD/S is increased
by five and offset
by the following personnel
ceiling reductions:

Director of Logistics_____
Date_____
Comptroller_____
Date

- 1 from Office of Personnel
- 2 from Office of Logistics
- 2 from Office of the Comptroller

5 * Approved

FOIA b3b

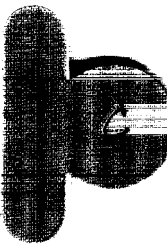
Deputy Director (Support)_____
Date

Distribution:

- O&I - *P/Personnel*
- 1 - *D/Logistics*
- 2 - *SSA-DD/S (withheld)*
- 1 - *Comptroller*
- 3 - *DD/S*

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ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

COAS-4463

SUBJECT: (Optional)

FROM:

SSA-DD/S

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Comptroller

(copy)

12 Aug

HJP

2.

E.P.S

19 Aug

19 Aug

HJP

3.



HJP

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* Lib w/ other material
on the subject
HJP

5.

6.

7.

8.

9.

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11.

12.

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14.

15.

FORM 1 DEC 56 610 USE PREVIOUS EDITIONS

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[Handwritten signature]

8 August 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Recommended reorganization of the SSA components

1. In line with my recommendations of a year ago and pursuant more specifically to our discussion prior to your departure on leave, I have discussed the reorganization mentioned below with Messrs. Stewart, Garrison and Saunders. There is unanimous accord on the intent and method proposed for accomplishing this adjustment.

2. Each of the above individuals concurred in the designation of a senior member of his immediate staff as DD/P Liaison Officer with the understanding that the individual would probably spend approximately half of his time representing the office concerned working in and with the various DD/P components.

3. In the case of Mr. Stewart, he was of the opinion that he would use [redacted] in the above liaison job and would thereby require the ceiling and slot which [redacted] now occupies. Further discussions indicated also that [redacted] may possibly require the use of the secretary presently working with him. Mr. Stewart also agreed that a senior member (suggested GS-15) of his staff would be assigned to SSA-DD/S for the internal DD/P staff personnel work. The third professional position and ceiling would be definitely saved and it is possible that a clerical ceiling slot could be saved if [redacted] finds he can use a secretary from the Career Service Secretariat. 25X1A9a

4. Mr. Garrison has agreed that the Admin Services Officer and one clerk should be transferred to SSA-DD/S and that the other two professional and one secretarial slot and ceiling would be made available. He has not yet decided whether the senior liaison position would be filled by Mr. White or someone else presently in his office. Thus, one professional and one secretarial ceiling slot will definitely be saved and there is a possibility that a second professional ceiling slot may be available.

REC'D 15 2 54 PM '57
COMMUNICATIONS SECTION

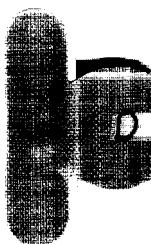
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Comptroller T/O

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T/O & ceiling as of 30 June 1957

Reduction of positions & ceiling (to include 4 SSA/Compt
2, which trf
to DDS)

Approved Ceiling & T/O

The above 7 positions were reduced as follows:

3 payroll clerks by memo dated 27 June 1957
& control sheet

2 positions trf to DDS by
control sheet no. 87 - 1 Nov 1957

$\frac{2}{7}$ positions abolished - (12/3/57)

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SEP 25 1956

MEMORANDUM FOR: Comptroller

SUBJECT: Personnel Ceilings for FY 1957 and FY 1958

1. A review has been made of the ceilings to be used in the preparation of the budget for Fiscal Year 1958 and for use in the execution of the budget for Fiscal Year 1957. The ceilings approved for your office are:

Fiscal Year 1957
Fiscal Year 1958

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2. Ceiling allowances provide the total ceiling for both military and civilian personnel. For ceiling control purposes, a single ceiling will be used for both of these types of employees. It is the policy that military personnel be used when practical in order to provide them with rotation and training in Agency activities.

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H. GATES LLOYD
Acting Deputy Director
(Support)

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